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ABSTRACT

This directory of Federal Educational and Training activities contains 25 completed reports and studies, followed by 48 others on programs still in progress. The Civil Service Commission, Post Office, National Aeronautics and Space Administration, and the Departments of Commerce, Defense, and Health, Education and Welfare report activities of both types. The Department of Housing and Urban Development notes one completed project; the Veterans Administration, and the Departments of the Treasury, the Interior, and Transportation, are represented by seven still in progress. Each entry gives an abstract (usually evaluative), the performing organization and/or author, and information on document availability. Subject and title indexes are included, along with addresses of regional Civil Service Commission training centers. (LY)

AC006830

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

T-6
APRIL 1970

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ED039429

# STUDIES AND REPORTS

## RELATING TO TRAINING AND EDUCATION

FISCAL YEAR 1969

U.S. CIVIL SERVICE COMMISSION
BUREAU OF TRAINING

HL006830

Pamphlet T-6

ED039429

# STUDIES AND REPORTS

# RELATING TO TRAINING AND EDUCATION

Revised Edition, March 1970

U. S. Civil Service Commission
Bureau of Training
Fiscal Year 1969

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, D.C. 20402 - Price 70 cents

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# INTRODUCTION

Many Federal agencies conduct studies and prepare reports and evaluations of various aspects of their training and educational programs as part of their overall training efforts. Agencies conduct these studies for several purposes.

- To evaluate training programs
- To evaluate specific training methods
- To determine (and to find ways to determine) training needs

To encourage and facilitate wider utilization of such studies and evaluations included in agencies' annual training reports to the Commission, the Bureau of Training compiled in fiscal years 1967 and 1968 Studies and Reports Relating to Training and Education, to be used as a reference for study topics and a guide for research design.

The fiscal year 1968 directory included studies started in FY 1967 and FY 1968 and was divided into two sections, "Studies and Reports Completed" and "Studies and Reports in Progress". A brief description of the study and a contact for further information was provided. Further information on the studies reported in the FY 1968 directory is given in cross-indexes contained in the current edition of Studies and Reports, which also includes descriptions of 48 studies reported by 15 agencies in FY 1969.

Copies of Studies and Reports have been distributed to agency headquarters and field offices by CSC's Bureau of Training and Regional Training Center Directors. A limited number of copies are available upon request to agencies located in the Washington, D.C. area through the Training Information and Resources Division, Bureau of Training, 632-5660. Agency field offices may obtain a limited number of copies by contacting the CSC Regional Training Center Director in their area. (See page 3.) Additional copies may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

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Area Code 206
Phone 583-4700

SECTION ONE
STUDIES AND REPORTS
FY 1969

COMPLETED

## Department of Agriculture

Title:

1969 Annual Report of the Joint Committee on Education for Government Service

Brief Abstract:

One of the main purposes of the Joint Committee established in 1936 is to develop and encourage cooperation between the Department of Agriculture and land-grant institutions in the areas of education for the public service. The report summarizes the topics that were discussed and the recommendations for action that were approved by the Committee.

The Committee met in May 1969, and discussed the following matters: Agriculture and the Urban Crisis; Report on the Federal Extension Service 10-Year Work Projection: Manpower for Natural Resource Development, Community Development, and Agribusiness; USDA Programs for Now and the Future; The Joint Committee - A Look Ahead; Recommendations for Action.

Performing Organization and Author:

Office of Personnel
U. S. Department of Agriculture and the
National Association of State Universities
and Land-Grant Colleges

Publication Information:

A limited number of copies are available at no charge from:

Miss Linda Sherman
Employee Development, Safety and Welfare Division
Office of Personnel, Room 341-W, Administration Building
U. S. Department of Agriculture
Washington, D. C. 20250

## Civil Service Commission

Title:

Career Development in Federal Financial Management

Brief Abstract:

This study outlines some of the principal problems related to the training of Federal financial managers. Its purpose is to present a logical analysis of the training requirements at all levels of financial management. The major thrust abstracts from individual courses and focuses on overall problems inherent in managerial finance programs. A tentative program in Federal financial management is proposed, along with an inventory of the kinds of information which an ideal fiscal manager should know and understand.

Performing Organization and Author:

Mr. Anthony J. Curley
Philadelphia Region
U. S. Civil Service Commission

Publication Information:

A limited number of copies are available from:

Director, Regional Training Center
Philadelphia Region
U. S. Civil Service Commission
U. S. Custom House
Philadelphia, Pennsylvania 19106

## Civil Service Commission

Title:

Post Course Evaluation Study of Nine Management and Supervisory Training Courses

Brief Abstract:

A post course evaluation study, covering a two-year span between February 1967 and February 1969, on nine management and supervisory courses involving ninety-eight training sessions. Questionnaires were mailed to 2,258 participants from which 1,166 responded. As a general overall estimate of training effectiveness, the questionnaires showed:

- 92.4% of the respondents considered the course justified in terms of money and time expended, with 5.4% undecided.
- 99.5% stated the training received had assisted them in doing a better job for their agency.
- 96.7% had made specific application of their training to their job.

Performing Organization and Author:

General Management Training Institute
Atlanta Regional Training Center

Publication Information:

Copies of the Study are available to other organizations from:

Director, Regional Training Center
U. S. Civil Service Commission
Atlanta Merchandise Mart
240 Peachtree Street, NW.
Atlanta, Georgia 30303

Department of Commerce

Bureau of Domestic and International Business

Title:

Basic English Refresher Training for Clerical Personnel

Brief Abstract:

The pilot class was composed of 12 clerk-typists (GS 1 to 3). The programmed text, ENGLISH 2600, with its immediate reinforcement was most effective. The trainees advanced through the book at their own pace with help provided on an individual basis as necessary. Confidential progress records were kept for each person. After the final test, the trainees were asked to evaluate the course in their own words. A class profile was developed and included pretest and final test scores and aggregate percentage of improvement.

Performing Organization and Author:

Miss Barbara R. West
Employee Development Branch
Personnel Division

Publication Information:

Copies are available from:

Mr. Melvin Finn
Chief, Employee Development Branch
Office of Administration for Domestic and
International Business
Room 1513
U. S. Department of Commerce
Washington, D. C. 20230

Department of Defense

Air Force

Title:

Career Planning/Appraisal Process

Brief Abstract:

The study culminated in a guidebook for supervisors in conducting the appraisal of employees in preparation for establishing the the employees' individual development plan.

Performing Organization and Author:

Employee and Career Development Division
Directorate of Civilian Personnel

Publication Information:

Copies are available in very limited quantity from:

HQ AFSC (SCPCD)
Andrews Air Force Base
Washington, D.C. 20331

Department of Defense

Air Force

Title:

Guide to Federal Assistance Programs for the Disadvantaged

Brief Abstract:

The report is a guide for civilian personnel officers in the Air Force Systems Command in selection, initiation, and administration of Federal-sponsored programs for the disadvantaged in which the installation can participate.

Performing Organization and Author:

Dr. Morris N. Spencer
Dr. Eugene M. Nuss
Dr. William M. David

in collaboration with the

Employee and Career Development Division

Publication Information:

Copies are no longer available. For further information, contact:

HQ AFSC (SCPCD)
Andrews Air Force Base
Washington, D. C. 20331

Department of Defense

Army

Title:

A Comprehensive Review of the Department of the Army Management Intern Program, FY 1969

Brief Abstract:

The study analyzes the Army Staff Management Intern Program, showing the background of each intern, his rate of progress, and the areas in which interns have been employed. Of special interest is the section devoted to the analysis of the use of women in the program and the significance of their contribution.

Performing Organization and Author:

Mrs. Elaine P. Babcock, MI FY 69,
under the guidance of Mr. Spencer Logan,
Coordinator, MI Program
Training and Development Branch

Publication Information:

Copies are available at no cost from:

Chief of Staff
Attn: Chief, Training and Development Branch
Staff Civilian Personnel Division
Department of the Army
Room 1D 405
Pentagon
Washington, D.C. 20310

Department of Defense

Army

Title:

Faculty Development Program

Brief Abstract:

The objectives of this program are to establish improvement and incentive for all instructors in the US Army Signal School; provide a continuing supply of well-trained and highly competent personnel for instructional assignments; and provide a satisfactory set of incentives to encourage re-enlistment of military personnel and retention of civilian personnel within the Signal School.

The Faculty Development Program is applicable to all instructor personnel. Entry into the advanced program is not mandatory; however, all instructors are encouraged to participate in the program to the degree that they become qualified ASSOCIATE MASTER INSTRUCTORS. An instructor who does not desire to continue working toward the MASTER INSTRUCTOR level may withdraw from the program by providing his supervisor with written notification to this effect.

Performing Organization and Author:

US Army Signal Center and School

Publication Information:

This report is limited in distribution to the Army Electronics Command.

For further information, contact:

US Army Signal Center and School
Fort Monmouth, New Jersey 07703

Department of Defense

Army

Title:

The Feasibility of Computer Assisted Instruction in U.S. Army Basic Electronics Training

Brief Abstract:

A study of Computer Assisted Instruction (CAI) for US Army Basic Electronics Training at the US Army Signal Center and School establishes the feasibility of CAI as a training technique.

Three aspects of CAI are considered: effectiveness, efficiency and applicability of CAI to Basic Electronics Training.

The study explores the effectiveness of the learning achieved by the student and the time required to complete the course material.

An analysis of current training costs compared to estimates of CAI costs is used to establish efficiency of a CAI training system.

Computer Assisted Instruction is shown to be applicable to Army training methods and educational strategies as well as to new Communications-Electronics Equipment Maintenance Training.

The evidence developed during this study, the first of its kind at an Army service school and initiated to assist USCONARC in determining the feasibility of using CAI for electronics training, had demonstrated that CAI is effective and efficient as an instructional method. It is applicable to electronics training at the US Army Signal Center and School in particular and by extrapolation to Army training in general.

Performing Organization and Author:

Mr. Alexander A. Longo
Dr. Vincent P. Cierci
CAI Center
US Army Signal Center and School

Publication Information:

This study was not published for distribution outside this Command. For further information, contact the authors:

Mr. Alexander A. Longo or Dr. Vincent P. Cierci
CAI Center
US Army Signal Center and School
Fort Monmouth, New Jersey 07703

## Department of Defense

### Army

Title:

Personnel Statistics for Civilian Engineers and Scientists

Brief Abstract:

This report charts and tabulates distributions, inventories, and profiles of occupations, degree fields and levels, grades, and ages of 1694 supervisory and non-supervisory civilian engineers and scientists employed at the Electronics Command, Fort Monmouth, New Jersey.

In regards to training and development, the study indicated the following:

DEGREES: Almost two-thirds of all engineers and scientists held only a bachelor's degree. The remainder were about equally divided between non-degreed and master degreed personnel. Non-degreed personnel were largely older engineers. Higher degreed personnel were largely younger scientists and engineers. The years from last degree was the same for all degree levels and was equal to about 15 years on the average.

MAJORS: The predominant academic majors were electrical engineering. physics, and mechanical engineering. The correlation between occupational classification and academic major was high in all cases.

Performing Organization and Author:

Dr. Edward Wheeler
Personnel and Training Directorate
U.S. Army Electronics Command

Publication Information:

This study was not published for distribution outside the Command. For further information, contact the author:

Dr. Edward Wheeler
Personnel and Training Directorate
U.S. Army Electronics Command
Fort Monmouth, New Jersey 07703

Department of Defense

Army

Title:

Project COBET Status Report

Brief Abstract:

In April 1967 the USASCS Project COBET (Common Basic Electronics Training) group conducted a Common-Circuit Survey among ten USCONARC schools having propency for the 74 communications-electronics repair MDS courses. The survey requested the proponent schools to provide curricula data about common circuits and tasks performed in each MOS. The results of the survey provided the MOS job requirements data used as a source for the on-going development of the COBET course.

This report has two main objectives: (1) to show the 74 MOS course proponents exactly how the data they furnished in the Common-Circuit Survey is being used to provide basic electronics training to their participating students, (2) to have each MOS course proponent examine the current state of COBET development and to make any comments and recommendations that will assist the USASCS in properly completing the COBET course mission assigned by USCONARC.

Performing Organization and Author:

Project Manager
U. S. Army Signal Center and School
for U. S. Continental Army Command

Publication Information:

This report was not published for distribution outside this Command. For further information, contact:

Project Manager
U. S. Army Signal Center and School
Fort Monmouth, New Jersey 07703

## Department of Defense

### Army

Title:

Promotion Study

Brief Abstract:

This study analyzes the occupations, grades, ages, degrees, majors, publications, patents, awards, course completions of 183 supervisory and non-supervisory civilian engineers and scientists (employed at the Electronics Command, Fort Monmouth, New Jersey) who received a promotion in grade between February and November 1968.

In regards to training and development the study indicated the following:

About one-third of those promoted had no record of any course completions while employed by ECOM. About one-quarter had taken ECOM in-house courses only. About one-sixth had taken non-Government courses only. About one-tenth had taken Government courses only.

The correlation between productivity (as measured by number of publications, awards, and patents) and courses completed by those promoted was null.

Achievement levels (as established by comparing an individual's grade and age history to grade and age scales of an average promotional curve) were independent of the number and type of courses completed by those promoted.

High achievement personnel were characterized by intermediate to senior entry level grades, tended to hold graduate degrees, and were employed in 855 and 1310 series. Low achievement personnel were characterized by junior level entry grades, tended to hold no degree or hold bachelor's degrees in majors other than electrical engineering or physics, and were older employees.

Performing Organization and Author:

Dr. Edward Wheeler
Personnel and Training Directorate
U. S. Army Electronics Command

Publication Information:

This study was not published for distribution outside this Command. For further information contact the author:

Dr. Edward Wheeler
Personnel and Training Directorate
U.S. Army Electronics Command
Fort Monmouth, New Jersey 07703

## Department of Defense

### Army

Title:

Rating Study

Brief Abstract:

This study analyzes occupations, grades, ages, degrees, majors, publications, patents, awards, course completions, and performance appraisals of 238 supervisory and non-supervisory engineers and scientists employed at the US Army Electronics Command, Fort Monmouth, New Jersey.

In regards to training and development the study indicated the following:

DEGREES: There was little difference in the degrees of top and bottom-rated engineers and scientists, except for about one-third of the bottom-rated non-supervisors who held no degree. The predominant degree was a baccalaureate in electrical engineering, which had been obtained about fifteen years ago.

COURSES: Few Government or non-Government courses were completed by either top or bottom-rated engineers and scientists. However, each of about three-quarters of these personnel had completed approximately two ECOM courses. But no significant difference between the number of courses completed by top or bottom-rated engineers and scientists was shown. Time from Government, non-Government or ECOM courses completed was largely the same for all groups.

ACCOMPLISHMENTS: Few publications or patents were recorded by either top or bottom-rated engineers and scientists, except that each of about one-half of the top-rated supervisors indicated publication of about two articles. Top-rated supervisors also received about twice as many awards as any other group. Time since publications, patents, or awards was similar group to group, and time from such accomplishments was approximately twice as much for bottom as top-rated engineers and scientists.

Performing Organization and Author:

Dr. Edward Wheeler
Personnel and Training Directorate
U. S. Army Electronic Command

Publication Information:

This study was not published for distribution outside the Command. For further information, contact the author:

Dr. Edward Wheeler
Personnel and Training Directorate
U. S. Army Electronics Command
Fort Monmouth, New Jersey 07703

## Department of Defense

### Navy

Title:

Equal Employment Opportunity

Brief Abstract:

This is a statistical report giving information on employees enrolled in skills training, correspondence training, academic training and other information which relates to the Equal Employment Opportunity program.

Performing Organization and Author:

Industrial Relations Officer
Navy Public Works Center

Publication Information:

For further information, contact:

Commanding Officer
Navy Public Works Center
Norfolk, Virginia 23511

Department of Defense

Navy

Title:

Report on the Evaluation of Charles County Community College Courses given at NWL During Spring 1968

Brief Abstract:

An evaluation questionnaire was devised and distributed to all on-station classes before the spring semester ended. The form was designed not only to make the individual provide an overall evaluation, but also to consider the input elements of class structure and origin, the strong and weak points of the class, the manner in which the class affected his own career development, and the possible immediate effects in the performance of his duties. The report includes the results of the evaluations for each course and a discussion of the evaluation form which was revised in light of the findings.

Performing Organization and Author:

Miss Carole J. Lockhart
U. S. Naval Weapons Laboratory
Civilian Personnel Department
(Employee Development Division)
Dahlgren, Virginia 22448

Publication Information:

The report served as a basis for an article written by Carole Lockart and Frank Tobin entitled "The Community College in an Industrial Setting", published in the Journal of Navy CIVILIAN MANPOWER MANAGEMENT, VOL. III No. 1, Spring 1969.

Department of Defense

Defense Supply Agency

Title:

Evaluation Study of the Supply Management Core Development Program: Inventory Control Option

Brief Abstract:

This study demonstrates the positive effect that participation in the Core Program has upon employees' chances for promotion. Conclusions drawn from the study show that (a) employees who participate in the Core Program are rated higher in job performance than non-Core employees; (b) employees who participate in the Core Program get more promotions and sooner than non-Core employees; (c) the Core Program can help management identify employees with above average performance; (d) the Core Program is providing skilled managers, supervisors, and staff technicians.

Performing Organization and Author:

Mr. Francis X. Pfeiffer
Naval Publications and Forms Center

Publication Information:

Single copies of the study are available free of charge upon request addressed to:

Director
Training Division
Naval Publications and Forms Center
5801 Tabor Avenue
Philadelphia, Pennsylvania 19120

Department of Health, Education, and Welfare

Health Services and Mental Health Administration

Title:

Report of Evaluation Task Force, Purser/Pharmacist Mate Training Program

Brief Abstract:

The report evaluates the Purser/Pharmacist Mate Training Program conducted at the Public Health Service Hospital at Staten Island, New York.

Performing Organization and Author:

Eric R. Osterberg, M.D. (deceased)
William J. De Maria, M.D.
William Cherry, M.D.
Public Health Service

Publication Information:

Copies are not available for distribution but further information may be obtained from the authors:

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Durham, North Carolina 27706

William Cherry, M.D.
Director
USPHS Hospital
New Orleans, Louisiana 70118

Department of Health, Education, and Welfare

Health Services and Mental Health Administration

Title:

A Systems Approach to Employee Research and Development, a Research Project Protocol

Brief Abstract:

The study demonstrates that a representative number of hospital employees considered uneducated and/or unskilled can be developed to meet existing and future needs for semi-skilled personnel when provided a systematic employee development program.

Performing Organization and Author:

Shirley R. Sillineri, RRL
Public Health Service

Publication Information:

Copies are not available for distribution, but further information may be obtained from the author.

Shirley R. Sillineri, RRL
Director of Training
USPHS Hospital
San Francisco, California 94118

## Department of Housing and Urban Development

Title:

Center City Conference Report

Brief Abstract:

This report describes a training program held in Cleveland, Ohio, to expose virtually the whole top Regional staff to the problems of the black ghetto and to encourage immediate individual and organizational commitment to meeting the problems within HUD's program concern. The report describes the planning process, the design of the program, the actual experience and the participants' reactions and evaluations.

Performing Organization and Author:

Dr. Donald C. Klein
Region IV (Chicago) and NTL Institute of Applied
Behavioral Science

Publication Information:

Only limited copies are available for borrowing by other Federal agency staffs from:

Training Office
Department of Housing and Urban Development
Regional Office - Region IV
360 North Michigan Avenue
Chicago, Illinois 60601

## Department of Housing and Urban Development

Title:

Housing Management Training

Brief Abstract:

HUD has designed training programs for each level in the low-rent housing grant delivery system. The focus of this report is on the social concerns portion of the housing manager's job with the major objective of making all levels more sensitive to the needs of the tenants. The significance of this training program lies in its delivery system--wide impact and focus on attitude and feeling levels as well as the program elements of new policy.

Performing Organization and Author:

Leadership Resources, Inc. (contract)

Publication Information:

The report was not prepared for publication but it is available for review at HUD headquarters:

Career Development and Training Branch
Room 2180
HUD Building
451 Seventh Street, S.W.
Washington, D.C. 20410

National Aeronautics and Space Administration

Title:

Analysis of Functions and Responsibilities of the Personnel Management Specialist at the Manned Spacecraft Center.

Brief Abstract:

This study analyzes the Manned Spacecraft Center's personnel management specialist program which uses the "generalist" rather than "specialist" (i.e. classification, wage and salary, etc.) concept.

Performing Organization and Author:

Mr. James E. Stafford
University Programs Office

Publication Information:

Copies are available at no charge from:

Director, University Programs Office (BE 3)
NASA Manned Spacecraft Center
Houston, Texas 77058

National Aeronautics and Space Administration

Title:

An Analysis of the NASA Manned Spacecraft Center's Incentive Awards Program and its Effect on Employee Motivation

Brief Abstract:

This study analyzes the Manned Spacecraft Center's Incentive Awards Program and makes recommendations applicable to the programs of any government agency.

Performing Organization and Author:

Mr. William H. Johnson
University Programs Office

Publication Information:

Copies are available at no charge from:

Director, University Programs Office (BE 3)
NASA Manned Spacecraft Center
Houston, Texas 77058

National Aeronautics and Space Administration

Title:

A Comparative Analysis of the Professional's Occupational Environment at the Manned Spacecraft Center.

Brief Abstract:

This study measures the ambiguity levels of the Manned Spacecraft Center's scientists and engineers, and finds that in certain situations, ambiguity can be functional.

Performing Organization and Author:

Mr. Richard A. Hamilton
University Programs Office

Publication Information:

Copies are available at no charge from:

Director, University Programs Office (BE 3)
NASA Manned Spacecraft Center
Houston, Texas 77058

National Aeronautics and Space Administration

Title:

Retention Rate of Agency Employees Earning Masters or Ph.D. Degrees

Brief Abstract:

The study was conducted for upper management as to retention rate of employees completing graduate studies while employed at Lewis Research Center. With a total of 169 employees receiving advanced degrees with partial financial support by Lewis Research Center from 1960-1969, the retention rate exceeded management's expectations—83% of employees earning Master's degrees and 73% earning Ph.D. degrees are still with NASA.

Performing Organization and Author:

Staff, Training Branch
Lewis Research Center

Publication Information:

The study will not be published, but further information may be obtained from:

Mr. Robert J. Usher
Chief, Training Branch
NASA - Lewis Research Center
2100 Brookpark Road
Cleveland, Ohio 44135

## Post Office

Title:

Scheme Training Methodology

Brief Abstract:

The aims of the study are to determine the methods of scheme training in large post offices throughout the United States, to summarize the elements of the most effective methods, and to issue a description of these methods in the form of a scheme instructor handbook.

Performing Organization and Author:

Bureau of Operations
Bureau of Personnel

Publication Information:

The survey was completed, and a scheme instructor handbook has been drafted. It is now undergoing review prior to printing. For further information, contact:

Dr. R. Ray Roberts
Employee Development Officer
Training Division
Bureau of Personnel
Post Office Department
Washington, D.C. 20260

SECTION TWO
STUDIES AND REPORTS
FY 1969

IN PROGRESS

## Civil Service Commission

Title:

Evaluation of Training Course Effectiveness

Brief Abstract:

This evaluation survey was designed to: 1) more accurately pinpoint specific benefits derived from participation in training sessions offered by the Chicago Regional Training Center; 2) provide RTC staff with additional feedback to be used for design and presentation of future offerings; 3) identify managerial needs for new courses to meet rapidly changing agency responsibilities; and 4) offer a vehicle for session participant and his supervisor to discuss training needs and effectiveness of past training - educational experiences.

The methodology used in this study is follow-up participant questionnaire and supervisor questionnaires. Questionnaire responses will be summarized and used for: 1) development of new courses and modification of current offerings; 2) publicizing, with agency approval, savings accomplished through application of concepts and techniques introduced during training sessions; and 3) identifying the degree course material was retained.

Performing Organization and Author:

Staff
Chicago Regional Training Center

Status of Study:

Study will be a continuous endeavor. First results will be available after January 1970.

Contact for Information:

Mr. Howard G. Bain, Director
Chicago Regional Training Center
U.S. Civil Service Commission
Main Post Office Building, Room 1311
433 West Van Buren Street
Chicago, Illinois 60607

## Civil Service Commission

Title:

Training for Organizational Development in Local Government – A Management Obligation

Brief Abstract:

The purpose of this study is to provide a model for municipal organizational development training. The study will focus on cities of five hundred or more employees, and will be designed as a general reference document for government officials seeking to organize training programs. The final report for the project will include discussions of: Objectives of modern organizational training, assessment of training needs, the appropriate role and structure of a training office, new behavioral training techniques, and training evaluation.

Performing Organization and Author:

Dr. Sherman Wyman
Assistant Professor
University of Kansas

Status of Study:

Study is expected to be completed by mid-September 1970.

Contact for Information:

Mr. Curtis Spencer, Director
Denver Regional Training Center
U. S. Civil Service Commission
Building 20, Denver Federal Center
Denver, Colorado 80225

## Department of Commerce

Title:

Commerce Supervisory Training Study

Brief Abstract:

The study is to determine the makeup, turnover ratio and in general terms the current skill level of the Department's supervisory force. It will be used in evaluating the current efforts that the bureaus are making in the training of their supervisors. The Task Force is analyzing all of the supervisory training programs that may be appropriate and from these, developing study units or recommending already existing training programs to meet the needs of Commerce as a whole and individual bureaus.

Performing Organization and Author:

Mr. Miller McDonald and Task Force
Management Training Coordinator

Status of Study:

Study in progress.

Contact for Information:

Mr. Miller McDonald
Management Training Coordinator
Department of Commerce
14th and Constitution
Washington, D.C. 20230

Department of Commerce

Domestic and International Business Area

Title:

New Directions in Adult Reading Improvement

Brief Abstract:

This is a report on a special reading improvement program developed to meet the particular reading needs of the supervisors in DIB. There were a triad of objectives: (1) to develop flexibility of reading speed, (2) improve reading comprehension and retention, and (3) apply these reading skills to job-related materials which represent reading problems encountered by DIB supervisors. The article defines the difference between reading as a college student and as an adult on the job with emphasis placed on "flexible reading". A methodology generally used to increase reading speed and comprehension rate is described. Certain principles of general semantics as described by S. I. Hayakawa and job-related reading materials of the participants are both emphasized and used. Standardized reading tests measuring reading speed and comprehension were administered before and after the training and a three-month follow-up after the program was over. The retest scores indicate that the gains made during the training in reading speed and comprehension are permanent.

Performing Organization and Author:

Mr. David Sullivan
Employee Development Officer
Employee Development Branch
Personnel Division, OA/DIB

Status of Study:

Study is in progress.

Contact for Information:

Mr. David Sullivan
Employee Development Officer
Domestic and International Business Area
Room 1515
Department of Commerce
14th and Constitution Avenue
Washington, D.C. 20230

## Department of Defense

### Air Force

Title:

Employee Participation in After-Hours College Level Training

Brief Abstract:

This survey was designed to determine the extent employees are participating in after-hours college level courses and to what extent these courses are job related. The results will be used to determine the amount of self-developmental activity and what types of employees are primarily involved in off-the-job educational endeavors.

Performing Organization and Author:

Staff, Training Branch
Newark Air Force Station

Status of Study:

Completion and publication dates are indefinite. Publication is for internal distribution only.

Contact for Information:

Mr. Dale Biddle
Employee Development Officer
Newark Air Force Station
Newark, Ohio (43055)

## Department of Defense

### Air Force

Title:

Evaluation of Civilian Long-Term, Full-Time Study Programs

Brief Abstract:

The study evaluates the program's worth to the Command and the Air Force by an analysis of questionnaires returned from a sampling of 100 participants, 100 non-participants, and the supervisors of both.

Performing Organization and Author:

Dr. Morris N. Spencer
in collaboration with the
Employee and Career Development Division
Headquarters Air Force Systems Command
Andrews Air Force Base

Status of Study:

Completion date was September 1969.

Contact for Information:

Mr. F. W. Gunnoe
Employee Development Specialist
Employee and Career Development Division
Headquarters Air Force Systems Command (SCPCD)
Andrews Air Force Base
Washington, D. C. 20331

Department of Defense

Air Force

Title:

Study of GS-6 Employees Not Promoted for Three Years or More; and Study of GS-7 Employees Not Promoted for Three Years or More.

Brief Abstract:

These studies are two in a series of projects being accomplished as part of the HQ USAF Affirmative Action Plan to locate under-utilized employees. The objectives are to take corrective action for full utilization; to insure that there is no discrimination contributing to failure to achieve full utilization; and to determine program changes needed to insure fullest possible utilization of all employees.

Performing Organization and Author:

Mrs. A. Y. Kent
Chief, Civilian Personnel Division
Office, Secretary of the Air Staff

Status of Study:

Completion date is not known at this time. Report will be published for circulation in Headquarters, USAF.

Contact for Information:

Mrs. Elizabeth Mohanny
Career Development and Training Branch
Civilian Personnel Division, AFESSPB
Headquarters, USAF
The Pentagon
Washington, D.C. 20330

## Department of Defense

### Army

Title:

Study of Effectiveness of Cooperative Education Program

Brief Abstract:

The study is being conducted to determine what can be done to make assignments for student trainees interesting and challenging enough to assure the maximum retention of these students as full-time employees when they graduate.

Performing Organization and Author:

Mr. Charles S. Syer
Civilian Personnel Office
Training and Development Division
U. S. Army Missile Command

Status of Study:

Study is expected to be released June 1970.

Contact for Information:

Mr. Charles Syer
Civilian Personnel Office
Training and Development Division
U. S. Army Missile Command
Redstone Arsenal, Alabama 35809

Department of Health, Education and Welfare

Health Services and Mental Health Administration

Title:

Evaluation of Community Health Representative Program

Brief Abstract:

The Study covers the degree of involvement of Indian Health Service personnel with the program, the objectives of the Community Health Representative Programs, the areas of expected impact and suggested evaluation. The negative aspects of the program and a miscellaneous category of additional attitudes and concerns are also discussed.

Performing Organization and Author:

Internal Health Programs Systems Center
Indian Health Service

Status of Study:

The study is due for completion early in 1970.

Contact for Information:

Internal Health Programs Systems Center
Tucson, Arizona 85701

## Department of the Interior

Title:

BLM Training System Development

Brief Abstract:

The project concept is to use a systems approach to training program management in the operating environment of a resource management bureau. The operating problem is to design a system to convert training jargon to terms meaningful to natural resource managers and to design an operating system to reflect meaningful training needs related directly to Bureau production and mission.

Performing Organization and Author:

Bureau of Land Management
Department of the Interior

Status of Study:

Study is expected to be completed by June 1970. Publication is for internal distribution only.

Contact for Information:

Bureau of Land Management
Department of the Interior
Washington, D.C. 20240

National Aeronautics and Space Administration

Title:

The Applied Mathematician Training Program: An Experiment in Career Re-Education

Brief Abstract:

An analysis and evaluation of the conditions, design, development, and execution of a training program intended to cross-train engineers, scientists, and mathematicians into a highly critical skills area of scientific computer programming mathematics.

Performing Organization and Author:

Mrs. Joanne Thacker
Manpower Utilization Division
Goddard Space Flight Center

Status of Study:

To be released in the near future.

Contact for Information:

Mrs. Joanne Thacker
Manpower Utilization Division
NASA Goddard Space Flight Center
Greenbelt, Maryland 20771

## National Aeronautics and Space Administration

Title:

Continuing Education for NASA Manned Spacecraft Center Engineers

Brief Abstract:

This study reviews the Manned Spacecraft Center's continuing education programs and analyzes the value of past programs and the need for future programs.

Performing Organization and Author:

Mr. Bruce H. Kebric
University Programs Office
NASA Manned Spacecraft Center

Status of Study:

Completion date was August 1969 and the expected publication date is January 1970.

Contact for Information:

Director, University Programs Office (BE 3)
NASA Manned Spacecraft Center
Houston, Texas 77058

National Aeronautics and Space Administration

Title:

The Development of a Skills Inventory for the Manned Spacecraft Center.

Brief Abstract:

The researcher studied the case histories of several firms and then developed a skills inventory for the Manned Spacecraft Center feasible for the unique skills utilized at the Manned Spacecraft Center.

Performing Organization and Author:

Mr. Michael H. Erne
University Programs Office
NASA Manned Spacecraft Center

Status of Study:

Completion date was August 1969 and the expected publication date is January 1970.

Contact for Information:

Director, University Programs Office (BE 3)
NASA Manned Spacecraft Center
Houston, Texas 77058

National Aeronautics and Space Administration

Title:

Personnel Utilization at the Manned Spacecraft Center

Brief Abstract:

This study analyzes the Manned Spacecraft Center's manpower utilization and recommends ways to improve it.

Performing Organization and Author:

Mr. Donald R. Domm
University Programs Office
NASA Manned Spacecraft Center

Status of Study:

Completion date was August 1969. Publication date is January 1970.

Contact for Information:

Mr. Donald R. Domm
University Programs Office
NASA Manned Spacecraft Center
Houston, Texas 77058

## Post Office Department

Title:

Learning Processes in Memorizing Schemes (Scheme Research)

Brief Abstract:

The aim of the study is to investigate the interrelationship of factors which govern the time required to learn a mail distribution scheme--factors such as number of items in scheme; geographical coverage of scheme; names of cities, numbered streets, named streets, or streets which are distributed to more than one station or carrier; and number of pigeon holes into which scheme items are distributed.

Performing Organization and Author:

Bureau of Operations
Bureau of Personnel
Bureau of Research and Engineering

Status of Report:

It is planned to contract with Purdue University to complete the research.

Contact for Information:

Dr. Ray R. Roberts
Employee Development Officer
Training Division
Bureau of Personnel
Post Office Department
Washington, D. C. 20260

## Post Office Department

Title:

Parcel Sorter Training Research

Brief Abstract:

The aim of the study is to determine how to improve the training device (the letter sorter training console equipped with a specially wired parcel sorter sequential keyboard), as well as to determine the optimum keying speed while maintaining 98% accuracy.

Performing Organization and Author:

Bureau of Operations
Bureau of Personnel

Status of Study:

The study is to be finalized during FY 1970.

Contact:

Mr. Julian Z. March
Employee Development Officer
Training Division
Bureau of Personnel
Post Office Department
Washington, D.C. 20260

## Post Office Department

Title:

Postal Source Data System (PSDS) Maintenance Training Study

Brief Abstract:

The aim of the study is to determine how training of craft personnel involved in the maintenance of PSDS equipment can be best accomplished.

Performing Organization and Author:

Bureau of Facilities
Bureau of Personnel

Status of Report:

Course and studies have been completed and a pilot program for PSDS equipment maintenance training is in the planning stage.

Contact for Information:

Mr. Julian Z. March
Employee Development Officer
Training Division
Bureau of Personnel
Post Office Department
Washington, D. C. 20260

## Department of Transportation

### Federal Aviation Administration

Title:

Experimental Aviation Technology Curricula in Junior Colleges

Brief Abstract:

The aim of the study is to make more effective use of the nation's educational system as one resource for long range manpower recruiting. One part of this study includes establishing a series of experimental aviation technology programs in a number of junior colleges throughout the country. The primary aim of these programs would be to develop potential future employees who would be well equipped to function in a computer oriented, air transportation environment. Since such personnel would be highly competitive for certain aviation industries as well as in jobs in the broader aviation community, part of the study includes working with key elements of the aviation community and industry to identify broad job families common to both the FAA and the aviation community. Following this identification is the determination of skills and knowledges needed in such jobs so that these data can be translated into responsive, practical curricula.

Performing Organization and Author:

Mr. Lawrence M. Bott, Chief
Education/Training Methods/Technique Analysis
Manpower and Planning Staff

Status of Report:

Arrangements are being developed with more than 20 educationa. institutions throughout the country to participate in the experimental aviation technology education. A total of 17 experimental programs, some having several colleges participating as a group, are anticipated.

Most of the experimental aviation technology education progras will be underway by fall 1969 and the balance in 1970; evaluation of the results of the experiment to be completed by December 1972, followed by a further evaluation of those graduates of the program employed by the agency after they have been with the agency long enough to appraise their performance and career potential.

Contact for Information:

Mr. Lawrence M. Bott, Chief
Education/Training Methods/Techniques Analysis
Manpower and Planning Staff
Federal Aviation Administration
Washington, D. C. 20590

Department of the Treasury

Internal Revenue Service

Title:

Occupational and Management Study of Alcohol, Tobacco and Firearms Inspector Positions

Brief Abstract:

The study deals with inspector occupational changes due to: a) technological advancements in regulated industries; b) organizational changes within the division; and c) effect of highly competitive labor market on staffing (involves review of duties, responsibilities, position descriptions, GS-grades, and qualification standards for recruiting purposes).

Performing Organization and Author:

Mr. Ronald Patterson
Personnel Division

Status of Study:

This study is a continuation of the FY 1968 study, On-The-Job Training in Alcohol and Tobacco Tax (Permissive) Area. It is scheduled for completion in June 1970.

Contact for Information:

Mr. Ronald Patterson
Personnel Division
Internal Revenue Service
1111 Constitution Avenue, NW.
Washington, D.C. 20224

Department of the Treasury

Internal Revenue Service

Title:

Office Audit Special Study

Brief Abstract:

The study is a re-evaluation of the role of Office Audit in accomplishing Audit mission. The following broad areas are included in the study: Phase I - workload and program, Phase II - organization, Phase III - personnel and training, and Phase IV - statistical data needs.

Performing Organization and Author:

Mr. Jack Miller
Training Division

Status of Study:

The study is scheduled for completion in March 1970.

Contact for Information:

Mr. Jack Miller
Training Division
Internal Revenue Service
2221 Jefferson Davis Highway
Arlington, Virginia 22202

## Veterans Administration

Title:

The Application of Programmed Instruction in a VA Hospital

Brief Abstract:

A pilot study was designed in FY 1967 to investigate the feasibility of employing an auto-instructional technique to give new employees a general orientation to work in the Dietetic Service in a VA Hospital, Togus, Maine. Study No. II examines the effect of training for job orientation on prospective Dietetic workers. The study goes beyond the pilot study and incorporates refinements in method, in the application of statistical techniques, and in the number of cases trained.

Performing Organization and Author:

Dr. Joseph Sanders
Chief, Psychology Service

Mrs. Betty A. Whiteside
Training Dietician

Status of Study:

The study is scheduled for completion in FY 70.

Contact for Information:

Dr. Joseph Sanders
Chief, Psychology Service
Veterans Administration Hospital
Togus, Maine 04330

## Veterans Administration

Title:

Federal Summer Employment Program for Youth, 1969

Brief Abstract:

This study describes the various aspects of the Center's efforts to provide the disadvantaged youths hired as Summer Aids with a comprehensive classroom and job training program.

Performing Organization and Author:

Mr. William D. Haig
Chief, Personnel Division
Veterans Administration Center

Status of Study:

The study was scheduled for completion in mid-September 1969. Because of the cost involved, only a very limited number of copies will be available.

Contact for Information:

Mr. William D. Haig
Chief, Personnel Division
Veterans Administration Center
P.O. Box 8079
Philadelphia, Pennsylvania 19101

## Veterans Administration

Title:

Use of Diagnostic Testing in a Classification Information Program

Brief Abstract:

Methodology - A concise diagnostic test covering the essentials of classification information is given to all employees to whom it pertains, by Division and Service, at the time of annual review. No training is given immediately beforehand, although the majority of employees have been exposed to classification training several times over a period of years. A meaningful cut-off score is established a priori, as well as suitable ranges for adjective ratings, both individual and divisional.

Expected Results - Employees who demonstrate a reasonable knowledge of classification essentials are so documented on their training records and are no longer scheduled for annual classification refresher training, unless there are drastic changes in the courses content. The ongoing study concerns itself with: (a) building a long-range classification and wage information program based on the results of diagnostic testing; (b) the feasibility of loading personnel program review questions on the same test; (c) solutions to the problem of repeat failures; (d) selective retraining without stigma; (e) use of tutorial approach in selected instances (tied to desk audits); (f) comparison of "before and after" test results and expansion of supervisory training course content.

Performing Organization and Author:

Personnel Division
Veterans Administration Hospital

Status of Study:

Xerox copies will be available upon expected completion in July 1970. Upon request, interim data is also available.

Contact for Information:

Personnel Division
Veterans Administration Hospital
Bedford, Massachusetts 01730

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